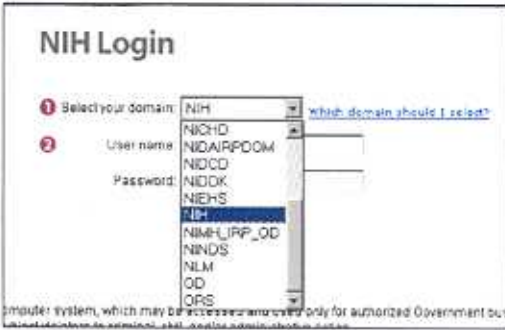






# Accessing the NBS Travel System “Sandbox” via the NIH Portal

The first time you access the NBS Travel System “Sandbox” via the NIH Portal, follow the steps checked in the FIRST TIME column. After that, follow only the steps checked in the EVERY TIME column.

FIRST TIME	ACTION	EVERY TIME
<b>ACCESSING THE NIH PORTAL</b>		
	<p>Launch your web browser. Note: Internet Explorer is recommended. Type in the following web address: <a href="http://my.nih.gov">http://my.nih.gov</a>.  <b>Result:</b> The NIH Portal Login page appears.</p>	
<b>SIGNING IN TO THE NIH PORTAL</b>		
	 <p>• Select your <b>Domain</b> using the pull down arrow/menu.</p> <p>Select the ‘<a href="#">Which domain should I select?</a>’ link for assistance.</p> <p>(Note: Subsequent logins will retain the domain and user name.)</p>	
	 <p>• Enter your <b>User Name*</b>.</p> <p>• Enter your <b>Password*</b>.</p> <p>• Select <b>Log in</b>.</p> <p><b>Result:</b> You are logged in to the NIH Portal</p> <p>*HINT: This is the same information you use to log in to your workstation computer.</p> <p>(Note: Subsequent logins will retain the user name.)</p>	
	 <p>The first time users log in to the NIH Portal they are prompted to provide their name and email addresses to be alerted of issues related to the NIH Portal**.</p> <p>• Enter your <b>Full Name</b>. Enter your <b>E-mail address</b>.</p> <p>• Select <b>Submit</b>.</p> <p>**You may opt out of this notification by selecting <b>Cancel</b>.</p>	



# Accessing the NBS Travel System “Sandbox” via the NIH Portal

FIRST TIME	ACTION	EVERY TIME
<b>ADDING A COMMUNITY TO YOUR NIH PORTAL PAGE</b>		
	<ul style="list-style-type: none"> <li>Select the <b>Communities</b> tab in the top left portion of the screen.</li> <li>Select <b>‘Edit Your Memberships’</b> from the drop down menu.</li> </ul>	
	<ul style="list-style-type: none"> <li>Select the <b>NBRSS</b> folder (near the middle of the screen).</li> </ul> <p><b>Result:</b> The list of available NBRSS communities appears.</p>	
	<ul style="list-style-type: none"> <li>Select the check box for the <b>NBRSS Travel Users</b> community.</li> </ul> <p><input checked="" type="checkbox"/> <b>NBRSS Travel Users</b> Community for users of NBS Travel System</p>	
	<ul style="list-style-type: none"> <li>Select <b>ADD TO MY MEMBERSHIPS &gt;&gt;</b></li> </ul>	
	<ul style="list-style-type: none"> <li>In the top right portion of the same screen, select <b>Finish</b>.</li> </ul> <p><b>Result:</b> Your default Community Portal page appears.</p>	
<b>ACCESSING THE NBS TRAVEL COMMUNITY AND THE “SANDBOX” LINK</b>		
	<ul style="list-style-type: none"> <li>Select the <b>‘Communities’</b> tab and select <b>‘NBRSS Travel Users’</b> from the drop down menu.</li> </ul> <p><b>Result:</b> The NBRSS Travel Users Community page appears.</p>	
	<ul style="list-style-type: none"> <li>In the <b>NBRSS Application Launcher</b> section, select the <b>Sandbox</b> link.</li> </ul> <p><b>Result:</b> A new window containing the Gelco Travel Manager login screen appears.</p>	
<b>LOGGING IN TO THE NBS TRAVEL SYSTEM “SANDBOX”</b>		
	<ul style="list-style-type: none"> <li>Enter your NBS Travel System “Sandbox” <b>User Name</b> and <b>Password</b>.</li> </ul> <p>(Note: This will not be necessary once the system goes live.)</p>	
	<ul style="list-style-type: none"> <li>Select <b>Login</b>.</li> </ul>	